

Right On Cleaning General Specifications

~ Services below will be performed as needed, each visit ~

Entryway - Offices - Hallways - Conference Rooms

- Dust mid-level surfaces (weekly)
 - windowsills, desks, filing cabinets, shelves, etc.
- Dust low and high-level surfaces (monthly)
 - chair legs, baseboards, wall hangings, reachable air vent grates, reachable ledges, etc.
- Spot clean fingerprints on doors, mirrors, and interior glass as needed
- Clean entryway doors/glass inside and out
- Wipe down conference room tables and dirtied office desks (if cleared)
- Reset conference room and office desk chairs
- Empty wastebaskets and replace liners if soiled

Kitchen/Breakroom - Kitchenettes

- Clean and sanitize sink (if cleared), countertops, and tables
- Clean exterior of appliances, clean interior of microwave, and spot clean cabinets
- Empty wastebaskets and replace liners
- Refill paper products and soap (provided by party indicated on page one (1))

Floors - Stairs

- Vacuum floor mats
- Vacuum carpeted areas
- Vacuum/sweep and wet mop tile/hard floors

Restrooms

- Clean and sanitize toilets and urinals inside and out
- Clean and sanitize sinks and countertops
- Clean mirrors
- Wipe down exterior of towel and soap dispensers
- Spot clean walls and stall dividers
- Wipe down door pushes/handles and kick plates
- Wipe down outside of waste receptacles as needed
- Refill paper products and soap (provided by party indicated on page one (1))
- Empty wastebaskets and replace liners as needed
- Vacuum/sweep hard floors and wet mop

***The above is a general outline of the tasks we perform. We are happy to make reasonable adjustments to keep your office in the grooviest condition!**